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26 AUG 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
26 August 1965

1. National Interdepartmental Seminar

CIA Presentations to NIS. The CIA presentations to the most recent (20th) Session of the National Interdepartmental Seminar were judged by the participants as an outstanding contribution to the Seminar. In a separate evaluation of the Seminar, sought by the Coordinator, Ambassador Kidder, in the interest of reducing the number of lectures, the seven student country team chairmen unanimously recommended the retention of all of the CIA lectures. These include the lecture series given in the Agency Auditorium during the visit of the Seminar to Headquarters and others presented at the NIS Auditorium. Regularly scheduled CIA speakers at both places have been: Messrs. Lyman Kirkpatrick, [REDACTED]

[REDACTED] CIA Faculty Adviser to the NIS, and a Soviet Defector. In addition, [REDACTED]

DOCUMENTARY

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGE [REDACTED] Approved For Release 2000/08/04 : CIA-RDP78-06096A000400020021-3

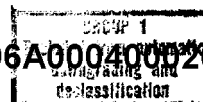
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Ambassador Harriman gave the closing address to the 20th Session of the NIS and on this occasion presented a special certificate to Mr. Kirkpatrick for his long service and support to the Seminar.

The 21st Session of the NIS begins on 13 September. Current enrollment includes the new ambassadors to Damascus, Baghdad and Somali Republic; and two senior officers from the Office of Special Assistant for CI and Special Activities (JCS). The only persons nominated so far by CIA are the two OTR instructors named in our last weekly report.

2. Career Training Program

During the period July 1963 through June 1965 ninety-seven Agency employees ("Internals") were accepted in the Career Training Program. Ninety-four of these employees completed the course of formal training (three resigned from the Agency) and were given career assignments as follows:

Return to Directorate of Origin	64
Change from DD/I to DD/P	15
Change from DD/I to DD/S	4
Change from DD/P to DD/I	4
Change from DD/P to DD/S	4
Change from DD/S to DD/P	2
Change from DD/I to DCI/EPAM	1
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The most significant inferences to be drawn from the foregoing, I believe, are that the Internal CT Program appears to be serving its intended purposes of:

a. Promoting the development of young on-duty professionals in their chosen fields;

b. Affording enlarged opportunities to young officers who can and should change career fields.

3. Registrar

CSC Executive Seminar in ADP. [REDACTED] NPIC, and Emmett Echols, OP, have been nominated to attend the Civil Service Commission's Executive Seminar in Automatic Data Processing scheduled for 30 September 1965. Mrs. Vernaccini, who handles administrative details for all of the Management Science programs commented, however, that the Commission has received more requests for this program than can be accepted; and, therefore, first priority will be given to applicants of the GS-18 level. Mrs. Vernaccini also mentioned that since the issuance of the President's directive on this subject she has been swamped with applications for all ADP programs. 25X1A

4. Language School

Voluntary Language Training Program (VLTP). The last 3 of 15 classes in VLTP conducted for the Spring-Summer semester ended

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on 12 August. Results of performance in the VLTP are disappointing. Only 53 per cent (71 out of 133) of the employees who began classes in March completed their full 20 weeks VLTP training. Of the 71 students who completed the course, 17 had poor attendance records, i.e., 25 or more hours' absence out of 95 to 98 regular class hours.

5. Intelligence School

Managerial Grid. Advance study materials and pre-work instructions for Phase II of the Managerial Grid have been forwarded to the Office of Finance for distribution to the Director, his deputy, and nine other members of the Director's immediate work-team. The formal Phase II training session will be held on 25-27 September under the guidance of Malcolm Shaw and Gilbert David, Leadership Development Associates.

Clerical Induction Training. The Clerical Training Faculty, which is responsible for the testing of clerical personnel in typewriting and stenographic skills, has prepared a report showing the results of tests given to applicants and new employees for the period 5 April to 2 July 1965. This report is attached.

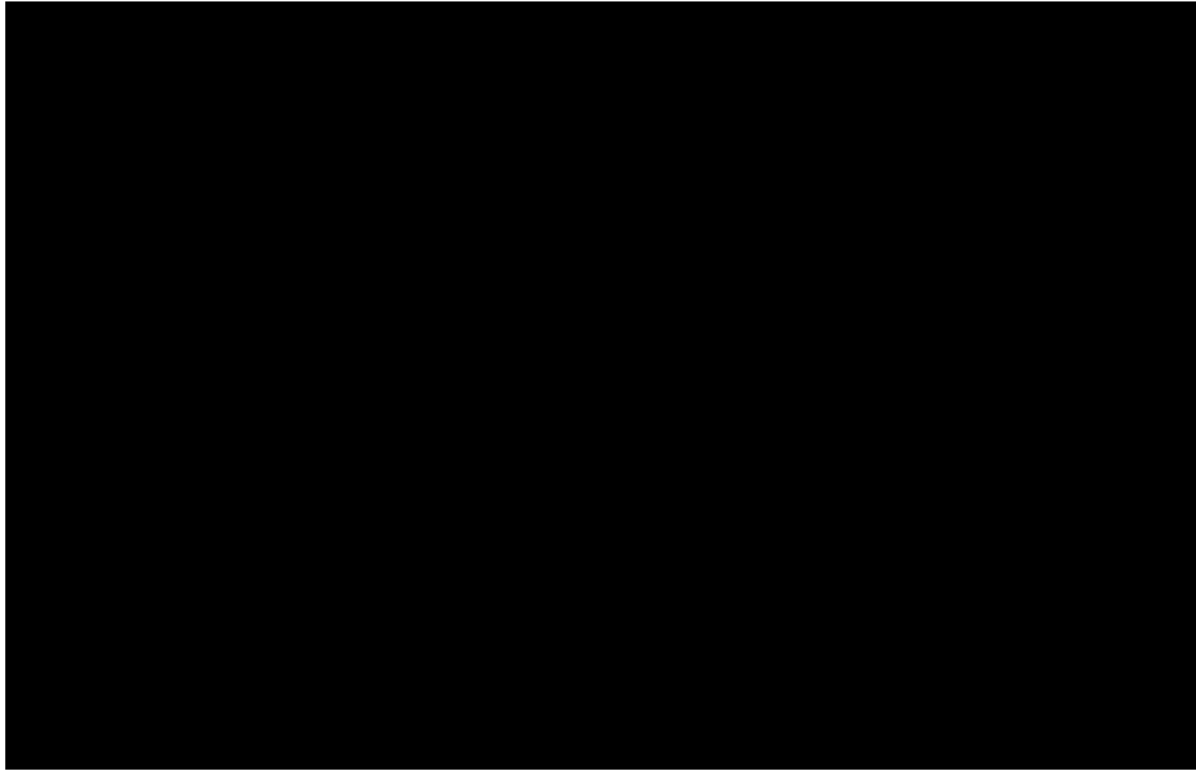
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7. Letter of Appreciation

The Director of Training has received a memorandum from the Chief, Africa Division, expressing his appreciation for the support rendered by the Instructional Services Branch in the production of a propaganda motion picture. [REDACTED]

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were given special mention.



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for MATTHEW BAIRD
Director of Training

Attachments -
OTR Attendance
Clerical Testing Chart

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OTR (Internal) Attendance for Week of:
16 - 20 August 1965

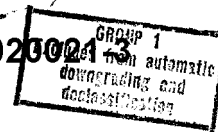
Category	FT	PT	Tut	Total
Operations	49	--	--	49
Intelligence	10	19	--	29
Communication	--	--	--	--
Management	--	--	--	--
Clerical	43	56	--	99
Communism	66	--	--	66
Language	25	44	--	66
VLEP	--	--	--	--
Tutorial	--	--	<u>28</u>	<u>28</u>
TOTAL	193	119	28	340

OTR (External training)

Week of 16 - 20 August 1965 -- 79 Agency employees in
58 External Courses of
programs

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Applicants*

Tested in typewriting 305
 Qualified 47 (15%)
 Manhours 305

Tested in shorthand 80
 Qualified 4 (5%)
 Manhours 80

(Training is not offered to applicants)

Entrance-on-duty

Clerks

Tested in typewriting 41
 Qualified 0
 Not qualified 41 (100%)
 Manhours 41

Tested in typewriting 41
 Qualified 3 (7%)
 Not qualified 18 (44%)
 Still in class 20 (49%)

Typists

Tested in typewriting 95
 Qualified 30 (32%)
 Not qualified 65 (68%)
 Manhours 95

Tested in typewriting 65
 Qualified 31 (48%)
 Not qualified 7 (11%)
 Still in class 27 (41%)

Tested in shorthand 32
 Qualified 0
 Not qualified 32 (100%)
 Manhours 32

Tested in shorthand 32
 Qualified 6 (19%)
 Not qualified 16 (50%)
 Still in class 10 (31%)

Stenographers

Tested in typewriting 106
 Qualified 41 (39%)
 Not qualified 65 (61%)
 Manhours 106

Tested in typewriting 65
 Qualified 20 (31%)
 Not qualified 0
 Still in class 45 (69%)

Tested in shorthand 106
 Qualified 24 (23%)
 Not qualified 82 (77%)
 Manhours 106

Tested in shorthand 82
 Qualified 11 (13%)
 Not qualified 8 (10%)
 Still in class 63 (77%)

*Note: The Short Employment Test was administered to 471 applicants. (235 Manhours)
 The Card Punch Operator Aptitude Test was administered to 14 applicants. (7 Manhours)

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